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Summer Session 5 (**Twelve Weeks**)

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Monday **September 3** - Labor Day Holiday- University closed.

The University is open for business Tuesday September 4th.

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Honors at Graduation

Distinction with a GPA of **3.5-3.69**,

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BUS 380 has prerequisites of ACCT 151, **MTH 170 (or PSY 235)** and ENG 108

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BUS 600 Prerequisite: Graduate or Senior Standing

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CJ 290, 390, 490 – Selected Topics (1-3).

CJ 291, 391, 491 – Internship (1-12)

CJ 295, 395, 495 – Independent Study (1-12).

CJ 296, 396, 496 – Practicum (1-6).

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SCI 290, 390, 490 – Selected Topics (1-3).

SCI 291, 391, 491 – Internship (1-12)

SCI 295, 395, 495 – Independent Study (1-12).

SCI 296, 396, 496 – Practicum (1-6).

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subsections to **Withdrawal from the University**

Administrative Withdrawal

Enrollment is verified by the University prior to the census date in each semester or summer term. If the University determines that a student is not attending or participating in class activities and has not demonstrated presence by other means, the University may administratively withdraw the student from all courses. An administrative withdrawal will remove all courses and related charges from the student's record. Such students will not be eligible to attend classes, participate in intercollegiate athletic competitions, reside in University housing or receive financial aid. An administrative withdrawal is non-punitive and will not reflect on a student's transcript.

Unofficial Withdrawal

Students who do not officially withdraw with the Registrar's Office and who fail to earn a passing grade in at least one course will be evaluated to determine if they withdrew unofficially. Students who stopped attending classes will be presumed to have withdrawn unofficially. **An Unofficial Withdrawal may require the return of all, or part of any, Title IV aid received.** Refer to the *Financial Aid* and *Tuition and Fees* sections for more information.

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Withdrawal and Leaves of Absence (content replaces entire section)

When a student withdraws, the amount of financial aid earned by the student must be determined. If the amount disbursed to the student is greater than the amount earned, unearned funds must be returned. If a student decides to withdraw or take a Leave of Absence from Marymount, the student must contact the Registrar's Office and the Financial Aid Office regarding the official withdrawal procedure. Failure to do so can result in serious academic consequences and/or an unresolved financial obligation. **Students who withdraw or take a leave of absence may be required to return all, or part of any, Title IV aid received.**

Students who fail to earn a passing grade in at least one class will be evaluated to determine if they withdrew unofficially. Students who stopped attending classes will be presumed to have withdrawn unofficially unless they prove they participated in an academically related activity past the 60% point of the payment period. The University will use the last date of attendance reported by faculty or the mid-point of the semester as the last date of attendance for calculation purposes if the students cannot prove they were in attendance past the 60% point of the payment period. Examples of academically related activities are: exams; quizzes; completing an academic assignment, paper or project; participating in an online discussion thread or other computer-based instruction.

Cal Grant A or B recipients must complete a Leave of Absence or Deferment of Enrollment form and obtain approval from the California Student Aid Commission. Without this approval, the Cal Grant may be canceled. Recipients of state awards from outside California should contact their state's scholarship agency to see what procedures are necessary.

Federal Stafford Loan recipients are required to complete exit loan counseling at www.studentloans.gov. A calculation called "Return to Title IV Funds" will be completed upon finalization of any required adjustments by the Office of Student Accounts. Financial Aid will complete the calculation within 30 days of the date of withdrawal or the end of the semester and will notify the student of any federal funds being returned.

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Refund Policy

The **refund policy** applies to students who withdraw from enrollment at the University. The University pro-rates tuition, residential and board fees due based on the number of weeks student is enrolled prior to the withdrawal date. All other fees are non-refundable. Students who have not paid their balance in full prior to withdrawal may owe additional payments to the University. Withdrawal dates for refunds are defined as the date a completed Withdrawal Form is received by the Registrar's Office. The **refund policy** assumes that all tuition and fees have been paid in full prior to withdrawal. **If there is a balance owed after the refund has been applied, the student is responsible for the immediate payment of the balance due.** Financial aid may be **refunded** when a student withdraws from the University. After the financial aid **refund** is applied to the account, it may result in a balance due to the University. Any balance owed after applying financial aid **refunds** are due and payable immediately.

If a student withdraws from one or more courses, but does not withdraw completely from the University, no **refund** will be made to the student account unless this changes the student's enrollment status from full-time to part-time. Students considering withdrawal from coursework should consult with their academic advisor, the Financial Aid Office, and Student Accounts before submitting withdrawal form. All requests for refunds must be in writing and addressed to the Office of Business Services after the completed Withdrawal Form is submitted to the Registrar's Office.